

Docket Item # 4  
SPECIAL USE PERMIT #2003-00062

Planning Commission Meeting  
December 2, 2003

**ISSUE:** Consideration of a request for a special use permit to locate one temporary sales trailer for the sale of townhomes.

**APPLICANT:** Eakin/Youngentob and Associates  
by Jonathan Rak, attorney

**LOCATION:** 451 N. Pitt Street (Two city blocks bounded by Pendleton St., Oronoco St., Princess St., North Pitt St., and North Royal St.)

**ZONE:** CRMU-X/Commercial residential mixed use (Old Town North)

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**PLANNING COMMISSION ACTION, DECEMBER 2, 2003:** On a motion by Mr. Komoroske, seconded by Mr. Robinson, the Planning Commission voted to recommend **approval** of the request, subject to compliance with all applicable codes, ordinances and staff recommendations, as amended. The motion carried on a vote of 5 to 2, with Mr. Dunn and Mr. Leibach voting against the motion to recommend approval.

**Reason:** The Planning Commission generally agreed with the staff analysis, but revised condition #10 to require landscaping on all sides of the trailer, and revised condition #11 to allow the trailer to be located parallel to Princess Street, as requested by the applicant.

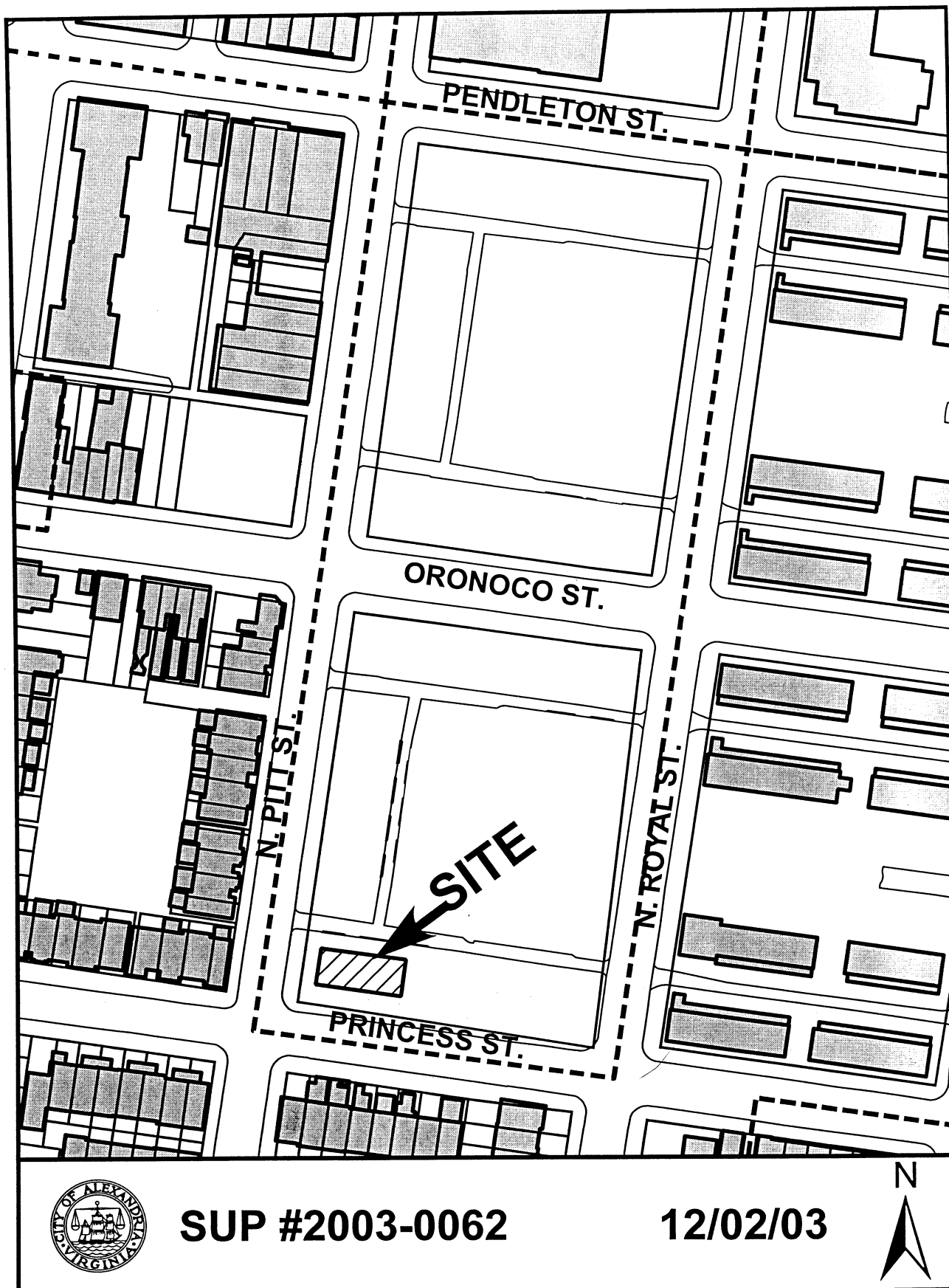
**Speakers:**

Jonathan Rak, representing the applicant.

Bob Youngentob, applicant, noted how the proposed location of North Pitt and Princess Streets resulted from a number of constraints on the site, including the deadline to complete the ARHA units and the extensive utility work elsewhere. He requested revisions to a number of conditions, one of which, condition #11, was amended by the Commission.

Carolyn Merck, President of Old Town Civic Association, representing the adjoining residents, noted that the residents would prefer that the trailer be located at the corner of North Pitt and Oronoco Streets and that the rear of the trailer should be well-designed and landscaped in addition to the front.

Susan Brita, 420 Princess Street, noted that many of the residents in the neighborhood had written letters opposing the proposed location of the trailer, and would prefer the trailer be located at the corner of North Pitt and Princess Streets.



**Background:**

The applicant, Eakin Youngentob Associates, Inc., requests approval of a special use permit to install a temporary sales trailer located near the intersection North Pitt Street and Princess Street, on the site of the former Samuel Madden homes. The site is zoned CRMU-X, Commercial Residential Mixed Use, and is identified in the Old Town Small Area Plan for medium density residential.

The proposed office trailer measures 24 ft. in width, 56 ft in length and 12 ft. in height. The office trailer will be used as a temporary sales office to sell the future residential dwellings proposed on the property. The subject property is currently vacant. The applicant has stated to staff that the office trailer is intended to be temporary until a model home is completed. Once the model home is constructed all sales office functions performed in the trailer will be relocated to the model home. The proposed office trailer will house up to five (5) employees. The trailer will be open to the general public between 11:00 A.M. and 6:00 P.M., seven (7) days a week. The applicant indicates that an average of not more than twelve (12) customers at any one time will be in the trailer.

***Construction Phasing:***

A construction phasing plan was developed by the applicant to consider the necessary steps to complete the project. In this case, because of the location of the utilities and the extensive work to be done on the underground utilities, construction is proposed to begin on the northern block and progress south toward Princess Street. Because of the amount of utility work and construction activity that will be occurring on the north block, the sales trailer cannot be located on the north block.

On the south block the ARHA units (and the underground parking) must be constructed first because of the time involved to construct the underground garage and the time deadline to have the public housing units completed. The proposed location of the sales trailer is at the corner of Pitt and Princess Streets, and the proposed construction trailer is proposed to be located at the corner of Pitt and Oronoco Streets.

***Parking:***

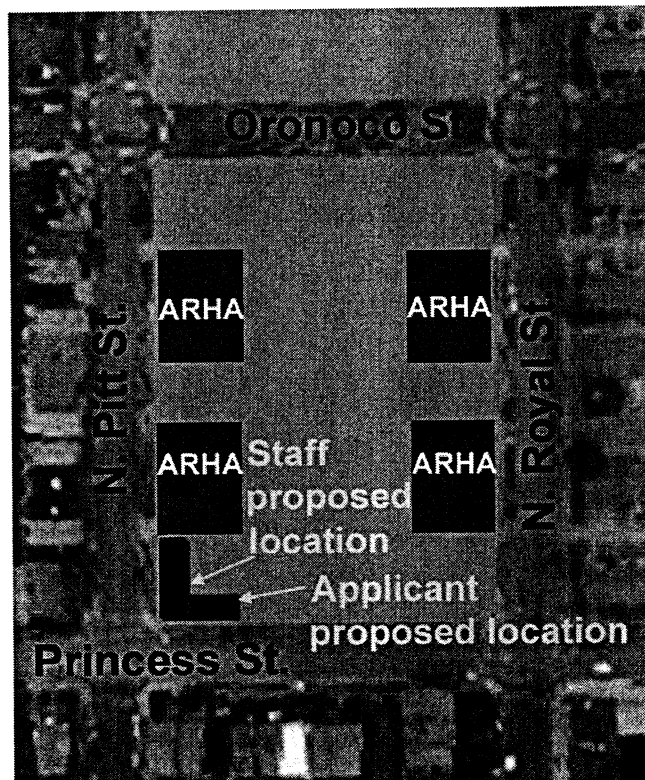
The applicant states that on-street parking spaces are available in front of the sales office trailer for the employees and customers. Although parking does appear adequate to accommodate customer parking, the parking limits of 2 to 3 hours would preclude employees from all-day parking. Staff has added a condition requiring five on-site parking spaces to accommodate employees. The adjoining residents have raised the concern that the townhomes on Princess Street do not have off-site parking and therefore rely on the adjoining street parking for resident parking.

***Community Concerns:***

The adjoining residents have also expressed concerns about the location of the proposed sales trailer and its potential impact on the neighborhood, particularly as it relates to parking and the length of time that the trailer will be located on the site. The community has also raised the concern that because of the extended period of time that the trailer will be on the site that appropriate lighting and landscaping be provided. To address the parking concerns on Princess Street and minimize impacts on the adjoining residential uses, the residents have requested that the trailer be relocated to a less intrusive location.

***Staff Analysis:***

Staff has no objection to the applicant's request to temporarily locate an office-sales trailer for the future townhomes that are part of the Samuel Madden redevelopment. However, the sales trailer can be relocated to the corner of Pitt and Princess Streets as depicted below.



This location would provide access to the trailer on Pitt Street and therefore would distribute parking between Pitt and Princess Streets. This location will enable the construction of the ARHA units. In addition, staff has included a condition that will require the design and materials of the trailer to be consistent with the residential character of the neighborhood. In addition, a recommendation of approval is that a significant amount of additional landscaping be provided surrounding the trailer.

Staff is recommending approval based upon the following:

- Relocating the sales trailer to the corner of Pitt Street and Princess Street, facing Pitt Street;
- Providing architectural treatment of the trailer to make it compatible with the residential neighborhood.
- Limiting the length of the trailers to 18 months from the date approval;
- Limiting the sales-office trailer to a maximum of 5 employees;
- Providing five (5) on-site parking spaces for employees;
- Providing a landscape plan for landscaping-screening adjacent to the trailer; and
- Providing a lighting plan that will minimize impacts on the adjoining residential uses.

#### **STAFF RECOMMENDATION:**

Given the temporary nature of the trailers and recommendations to address issues such as parking and lighting, staff is recommending **approval** of the proposed temporary sales trailer with the conditions as outlined in the staff report.

**STAFF:** Eileen Fogarty, Director, Department of Planning and Zoning;  
Jeffrey Farner, Development Chief;  
Lorrie Pearson, Urban Planner.

**STAFF RECOMMENDATION:**

Staff recommends approval subject to compliance with all applicable codes and ordinances and the following conditions:

1. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z)
2. The size of the sales trailer shall not exceed 24 ft x 56 ft. and shall be located to maintain adequate vehicular sight distances. The final location of the trailer shall be to the satisfaction of the Director of P&Z. (P&Z)
3. The applicant shall provide a minimum five (5) standard parking spaces. All parking spaces and drive aisles shall constructed prior to the certificate of occupancy permit for the trailer. (P&Z)
4. The trailer shall be removed within 30 days of the issuance of the first certificate of occupancy for a home or model home on the site. (P&Z)
5. The lighting shall be a level and type to minimize glare onto the adjoining residential properties to the satisfaction of the Director of T&ES in consultation with the Chief of Police. (P&Z)
6. All signage shall comply with all applicable provisions of the zoning ordinance. (P&Z)
7. The number of employees on site shall be limited to a maximum of five (5) at any one time. The hours of operation shall be limited to 11:00 A.M. and 6:00 P.M., seven (7) days a week. All refuse shall be stored within the trailer until the day of pick-up. (P&Z)
8. The trailer shall be removed upon completion of a model unit and not later than eighteen (18) months from the date of City Council approval. (P&Z)
10. **(REVISED BY PLANNING COMMISSION)** The design and materials of the trailer shall be consistent with the residential character of the neighborhood and shall include landscaping on all sides to the satisfaction of the Director of P&Z. (P&Z) (PC)
11. **(REVISED BY PLANNING COMMISSION)** The trailer shall be located at the intersection of Pitt and Princess Streets, parallel to Pitt Princess Street. (P&Z) (PC)
12. Provide a plan showing location of trailer, utility connections, pedestrian access and security lighting. (T&ES)

13. No loudspeakers shall be installed on the exterior of the trailer and no amplified sound shall be audible at the property line. (T&ES)

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Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- R-1 Any work in the right-of-way will require a separate permit from the Department of Transportation and Environmental Services.
- R-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.

Code Enforcement:

- C-1 The proposed construction shall conform with the Virginia Uniform Statewide Building Code.
- C-2 Handicapped accessibility shall be provided for the trailer.
- C-3 The trailer shall bear a seal showing compliance with the Virginia Industrialized Building Code.
- C-4 A building permit is required for the proposed work. Submit four sets of drawings with the permit application.

Health Department:

- F-1 No comments.

Police Department:

- R-1 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the business.
- R-2 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a robbery awareness program for all employees.



# APPLICATION for SPECIAL USE PERMIT # 2003-0062

[must use black ink or type]

PROPERTY LOCATION: Samuel Madden Homes (Downtown) Redevelopment located on  
2 city blocks bounded by Pendleton, Oronoco, Princess, N.  
Pitt and N. Royal Street

TAX MAP REFERENCE: 064.02-10-44; 065-01-01.-05 ZONE: CRMU-X

APPLICANT Name: Eakin/Youngentob Associates Inc.  
1000 Wilson Boulevard, Suite 2720

Address: Arlington, VA 22209

PROPERTY OWNER Name: Alexandria Redevelopment & Housing Authority  
600 North Fairfax Street  
Address: Alexandria, VA 22314

PROPOSED USE: Request to locate one sales trailer on the property for  
temporary use during sales of townhouses.

**THE UNDERSIGNED** hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

**THE UNDERSIGNED**, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

**THE UNDERSIGNED** hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Jonathan P. Rak, Agent

Print Name of Applicant or Agent

c/o McGuireWoods LLP  
1750 Tysons Boulevard, Suite 1800

Mailing/Street Address

McLean, VA 22102

City and State

Zip Code

Jonathan P. Rak  
Signature

(703) 712-5000 703-712-5050

Telephone #

Fax #

June 10, 2003

Date

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

Application Received: \_\_\_\_\_ Date & Fee Paid: \_\_\_\_\_ \$ \_\_\_\_\_

ACTION - PLANNING COMMISSION: Dec. 2, 2003 Recommend Approval 5-2

ACTION - CITY COUNCIL: \_\_\_\_\_

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is (*check one*) ☐ the Owner ☒ Contract Purchaser  
☐ Lessee or ☐ Other: \_\_\_\_\_ of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

100% Eakin/Youngentob Associates Inc.

1000 Wilson Boulevard, Suite 2720

Arlington, VA 22209

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

☒ Yes. Provide proof of current City business license

☐ No. The agent shall obtain a business license prior to filing application, if required by the City Code.

2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8½" x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

N/A

**NARRATIVE DESCRIPTION**

3. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary)

Request for permission to locate one (1) sales trailer on the  
property temporarily to sell townhouses. Sales trailer will be  
located on Lots 1-4, facing Princess Street.

Special Use Permit # 2003-0062

## USE CHARACTERISTICS

4. The proposed special use permit request is for: *(check one)*
- ☒ a new use requiring a special use permit,
  - ☐ a development special use permit,
  - ☐ an expansion or change to an existing use without a special use permit,
  - ☐ expansion or change to an existing use with a special use permit,
  - ☐ other. Please describe: \_\_\_\_\_
5. Please describe the capacity of the proposed use:
- A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).  
varies  
\_\_\_\_\_  
\_\_\_\_\_
- B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).  
maximum of 5 employees or sales staff  
\_\_\_\_\_  
\_\_\_\_\_
6. Please describe the proposed hours and days of operation of the proposed use:
- | Day:                   | Hours:                    |
|------------------------|---------------------------|
| <u>Monday - Friday</u> | <u>11 am through 6 pm</u> |
| <u>Saturday</u>        | <u>11 am through 6 pm</u> |
| <u>Sunday</u>          | <u>11 am through 6 pm</u> |
| _____                  | _____                     |
| _____                  | _____                     |
7. Please describe any potential noise emanating from the proposed use:
- A. Describe the noise levels anticipated from all mechanical equipment and patrons.  
Noise levels are expected to be consistent with normal sales  
trailer use.

B. How will the noise from patrons be controlled?

Noise will be limited to the interior of the trailer.

8. Describe any potential odors emanating from the proposed use and plans to control them:

All trash containers will be enclosed.

9. Please provide information regarding trash and litter generated by the use:

A. What type of trash and garbage will be generated by the use?

consistent with sales trailer

B. How much trash and garbage will be generated by the use?

consistent with sales trailer

C. How often will trash be collected?

Weekly or more often if needed

D. How will you prevent littering on the property, streets and nearby properties?

Sales manager will monitor

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

☐ Yes. ☒ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

☐ Yes. ☒ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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12. What methods are proposed to ensure the safety of residents, employees and patrons?

Access to sales trailer will be limited to sales staff and customers

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### ALCOHOL SALES

13. Will the proposed use include the sale of beer, wine, or mixed drinks?

☐ Yes. ☒ No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

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**PARKING AND ACCESS REQUIREMENTS**

14. Please provide information regarding the availability of off-street parking:

- A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

1 per 200 sq. ft. of retail use in zone

- B. How many parking spaces of each type are provided for the proposed use:

\_\_\_\_\_ Standard spaces

\_\_\_\_\_ Compact spaces

\_\_\_\_\_ Handicapped accessible spaces.

\_\_\_\_\_ Other.

- C. Where is required parking located?     ☐ on-site     ☒ off-site (check one)

If the required parking will be located off-site, where will it be located:

on adjacent public streets

Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

- D. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

15. Please provide information regarding loading and unloading facilities for the use:

- A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? NA

- B. How many loading spaces are available for the use? NA

- C. Where are off-street loading facilities located? NA

D. During what hours of the day do you expect loading/unloading operations to occur?

NA

E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

NA

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

Access is adequate

#### SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? ☐ Yes ☒ No

Do you propose to construct an addition to the building? ☐ Yes ☒ No

How large will the addition be? \_\_\_\_\_ square feet.

18. What will the total area occupied by the proposed use be?

\_\_\_\_\_ sq. ft. (existing) + \_\_\_\_\_ sq. ft. (addition if any) = 200-400 sq. ft. (total)

19. The proposed use is located in: (check one)

☐ a stand alone building ☐ a house located in a residential zone ☐ a warehouse

☐ a shopping center. Please provide name of the center: \_\_\_\_\_

☐ an office building. Please provide name of the building: \_\_\_\_\_

☒ other, please describe: sales trailer



December 2, 2003

**VIA FACSIMILE and FIRST CLASS MAIL**

Eric R. Wagner, Chairman, and Members  
Alexandria Planning Commission  
City Hall  
301 King Street  
Alexandria, VA 22314

RE: Docket Item #4; Samuel Madden Sales Trailer SUP #2003-0062

Dear Chairman Wagner and Members of the Commission:

I am writing on behalf of my client, Eakin/Youngentob Associates (EYA) regarding the above referenced application for a temporary sales facility at the Chatham Square development (formerly called Samuel Madden Homes). I have attached proposed revisions to the conditions contained in the staff report.

**Request to Eliminate Requirement for Model Home to replace "Sales Trailer":**

The staff proposed conditions #4 and #8 would require the temporary sales facility to be removed within 30 days of completion of the first townhouse, which would then be used as a model home. The building code requires that the sales facility be accessible to disabled persons. None of the townhomes for sale in the project will be constructed with such access since they all have stairs with no elevators. Therefore, it is not possible to locate the sales facility in one of the new townhouses. The planned accessible dwelling units are all owned by ARHA and cannot be used for a sales facility. We request that you amend the condition to delete the requirement to move into a model home and to extend the permitted time period to 24 months.

**Reduction to number of sales personnel:**

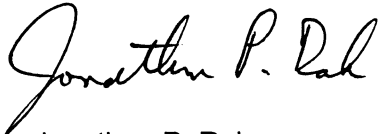
The applicant is willing to reduce the maximum number of employees on site to two. This will reduce parking demand and overall impact even further. We propose to revise conditions #3 and #7 accordingly. Although the location for employee parking is not specified in the conditions, we do not propose to provide this parking adjacent to the sales facility because adjacent parking would reduce the on-street parking available by adding new curb cuts. EYA will either lease existing off-street parking in the vicinity or provide temporary off-street parking elsewhere on the project site.

**Request to allow facility to remain on Princess Street:**

Staff condition #11 would require the facility to be located parallel to Pitt Street, rather than Princess Street as proposed. The facility cannot be rotated to face along Pitt Street as proposed by staff because it will conflict with alley access and utility excavation. EYA cannot rotate the facility to face Pitt Street as indicated in the staff report because the facility is 24 feet deep and the lot is only 20 feet deep; consequently, this would cause the rear of the trailer to be located in the future alley, which needs to remain clear for the developer to install the utilities in the alley and provide access to the ARHA building garage in later phases.

Thank you for your consideration of this request.

Sincerely,



Jonathan P. Rak

Enclosures

cc: Eileen Fogarty, Director of Planning & Zoning  
Jeff Farner, City of Alexandria  
Bob Youngentob, Eakin/Youngentob Associates, Inc.

Applicant's Proposed Revisions to Staff Conditions

Samuel Madden Sales Trailer SUP #2003-0062

1. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z)
2. The size of the sales trailer shall not exceed 24 ft. x 56 ft. and shall be located to maintain adequate vehicular sight distances. The final location of the trailer shall be to the satisfaction of the Director of P&Z. (P&Z)
3. The applicant shall provide a minimum ~~five (5) standard parking spaces. All parking spaces and drive aisles shall [sic] constructed prior to the certificate of occupancy permit for the trailer. (P&Z)~~ **two (2) off-street parking spaces for employees in the vicinity of proposed development.**
4. ~~The trailer shall be removed within 30 days of the issuance of the first certificate of occupancy for a home or model home on the site. (P&Z)~~
4. **Condition Deleted.**
5. The lighting shall be a level and type to minimize glare onto the adjoining residential properties to the satisfaction of the Director of T&ES in consultation with the Chief of Police. (P&Z)
6. All signage shall comply with all applicable provisions of the zoning ordinance. (P&Z)
7. The number of employees on site shall be limited to maximum of ~~five~~ **two (52)** at any one time. The hours of operation shall be limited to 11:00 A.M. and 6:00 P.M., seven (7) days a week. All refuse shall be stored within the trailer until the day of pick-up. (P&Z)
8. The trailer shall be removed ~~upon completion of a model unit and not later than eighteen (18)~~ **twenty-four (24)** months from the date of City Council approval. (P&Z)
10. The design and materials of the trailer shall be consistent with the residential character of the neighborhood to the satisfaction of the Director of P&Z. (P&Z)
11. The trailer shall be located at the intersection of Pitt and Princess Streets, parallel to ~~Pitt~~ **Princess** Street. (P&Z)
12. Provide a plan showing location of trailer, utility connections, pedestrian access and security lighting. (P&Z)

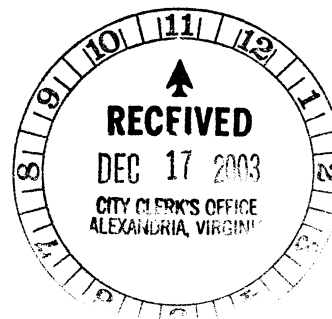
13. No loudspeakers shall be installed on the exterior of the trailer and no amplified sound shall be audible at the property line. (T&ES)

McGuireWoods LLP  
1750 Tysons Boulevard  
Suite 1800  
McLean, VA 22102-4215  
Phone: 703.712.5000  
Fax: 703.712.5050  
www.mcguirewoods.com

Jonathan P. Rak  
Direct: 1.703.712.5411

McGUIREWOODS

arrived 12/17/2003



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12-16-03

jrak@mcguirewoods.com  
Direct Fax: 1.703.712.5231

December 12, 2003

**VIA FACSIMILE and FIRST CLASS MAIL**

The Honorable Mayor and Members of City Council  
City Hall, Room 2300  
301 King Street  
Alexandria, VA 22314

RE: Docket Item #7; Samuel Madden Sales Trailer SUP #2003-0062

Dear Mayor Euille and Members of the Council:

I am writing on behalf of my client, Eakin/Youngentob Associates (EYA) regarding the above referenced application for a temporary sales facility at the Chatham Square development (formerly called Samuel Madden Homes). I have attached proposed revisions to the conditions contained in the staff report.

The sales facility is important to the success of this public-private redevelopment partnership. Although classified as a "sales trailer" for zoning purposes, our proposal is for an attractive, landscaped modular building. After the initial opening, we expect approximately twenty-five (25) visitors per week, approximately half of these on the weekend.

**Request to Eliminate Requirement for Model Home to replace "Sales Trailer":**

The staff proposed conditions #4 and #8 would require the temporary sales facility to be removed within 30 days of completion of the first townhouse, which would then be used as a model home. We do not intend to use a model home as a sales office for this development. The building code requires that the sales facility be accessible to disabled persons. None of the townhomes for sale in the project will be constructed with such access since they all have stairs with no elevators. Therefore, it is not possible to locate the sales facility in one of the new townhouses. The planned accessible dwelling units are all owned by ARHA and cannot be used for a sales facility. Even if the ground floor of a townhouse could be made accessible, it would be too small for the sales center. We request that you amend the condition to delete the requirement to move into a model home and to extend the permitted time period to 24 months.

**Reduction to number of sales personnel:**

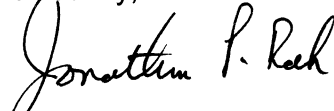
The applicant is willing to reduce the maximum number of employees on site to two. This will reduce parking demand and overall impact even further. We propose to revise conditions #3 and #7 accordingly. Although the location for employee parking is not specified in the conditions, we do not propose to provide this parking adjacent to the sales facility because adjacent parking would reduce the on-street parking available by adding new curb cuts. EYA

December 12, 2003  
Page 2

will either lease existing off-street parking in the vicinity or provide temporary off-street parking elsewhere on the project site.

Thank you for your consideration of this request. We are confident the proposed facility will have minimal impact on the neighborhood and respectfully request your approval.

Sincerely,



Jonathan P. Rak

Enclosures

cc: Eileen Fogarty, Director of Planning & Zoning  
Jeff Farner, City of Alexandria  
Bob Youngentob, Eakin/Youngentob Associates, Inc.

**Applicant's Proposed Revisions to SUP Conditions**

**Samuel Madden Sales Trailer SUP #2003-0062**

1. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z)
2. The size of the sales trailer shall not exceed 24 ft. x 56 ft. and shall be located to maintain adequate vehicular sight distances. The final location of the trailer shall be to the satisfaction of the Director of P&Z. (P&Z)
3. The applicant shall provide a minimum ~~five (5)~~ **two (2)** standard parking spaces. All ~~parking spaces and drive aisles shall constructed prior to the certificate of occupancy permit for the trailer. (P&Z)~~ **off-street parking spaces for employees in the vicinity of proposed development.**
4. ~~The trailer shall be removed within 30 days of the issuance of the first certificate of occupancy for a home or model home on the site. (P&Z)~~
4. **Condition Deleted.**
5. The lighting shall be a level and type to minimize glare onto the adjoining residential properties to the satisfaction of the Director of T&ES in consultation with the Chief of Police. (P&Z)
6. All signage shall comply with all applicable provisions of the zoning ordinance. (P&Z)
7. The number of employees on site shall be limited to a maximum of ~~five~~ **two (2)** at any one time. The hours of operation shall be limited to 11:00 A.M. and 6:00 P.M., seven (7) days a week. All refuse shall be stored within the trailer until the day of pick-up. (P&Z)
8. The trailer shall be removed ~~upon completion of a model unit and not later than eighteen (18)~~ **twenty-four (24)** months from the date of City Council approval. (P&Z)
10. (REVISED BY PLANNING COMMISSION) The design and materials of the trailer shall be consistent with the residential character of the neighborhood and shall include landscaping on all sides to the satisfaction of the Director of P&Z. (P&Z) (PC)
11. (REVISED BY PLANNING COMMISSION) The trailer shall be located at the intersection of Pitt and Princess Streets, parallel to Princess Street. (P&Z) (PC)
12. Provide a plan showing location of trailer, utility connections, pedestrian access and security lighting. (T&ES)

13. No loudspeakers shall be installed on the exterior of the trailer and no amplified sound shall be audible at the property line. (T&ES)



**SPEAKER'S FORM**

**DOCKET ITEM NO.** 7

**PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK  
BEFORE YOU SPEAK ON A DOCKET ITEM.**

**PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.**

1. **NAME:** Carolyn Merck
2. **ADDRESS:** 324 No. Royal St
- TELEPHONE NO.** 549-5506 **E-MAIL ADDRESS:** cmerck@comcast.net
3. **WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF?** OTCA
4. **WHAT IS YOUR POSITION ON THE ITEM?**  
**FOR:** \_\_\_\_\_ **AGAINST:** ☒ \_\_\_\_\_ **OTHER:** \_\_\_\_\_
5. **NATURE OF YOUR INTEREST IN ITEM (PROPERTY OWNER, ATTORNEY, LOBBYIST, CIVIC INTEREST, ETC.):**  
CIVIC
6. **ARE YOU RECEIVING COMPENSATION FOR THIS APPEARANCE BEFORE COUNCIL?**  
**YES** \_\_\_\_\_ **NO** ☒ \_\_\_\_\_

**This form shall be kept as a part of the permanent record in those instances where financial interest or compensation is indicated by the speaker.**

**A maximum of three minutes will be allowed for your presentation. If you have a prepared statement, please leave a copy with the Clerk.**

**Additional time not to exceed 15 minutes may be obtained with the consent of the majority of the council present; provided notice requesting additional time with reasons stated is filed with the City Clerk in writing before 5:00 p.m. of the day preceding the meeting.**

**The public normally may speak on docket items only at public hearing meetings, and not at regular legislative meetings. Public hearing meetings are usually held on the Saturday following the second Tuesday in each month; regular legislative meetings on the second and fourth Tuesdays in each month. The rule with respect to when a person may speak to a docket item at a legislative meeting can be waived by a majority vote of council members present but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply. If an item is docketed for public hearing at a regular legislative meeting, the public may speak to that item, and the rules of procedures for speakers at public hearing meetings shall apply.**

**In addition, the public may speak on matters which are not on the docket during the Public Discussion Period at public hearing meetings. The Mayor may grant permission to a person, who is unable to participate in public discussion at a public hearing meeting for medical, religious, family emergency or other similarly substantial reasons, to speak at a regular legislative meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply.**

**Guidelines for the Public Discussion Period**

- (a) All speaker request forms for the public discussion period must be submitted by the time the item is called by the City Clerk.
- (b) No speaker will be allowed more than three minutes.
- (c) If more speakers are signed up than would be allotted for in 30 minutes, the Mayor will organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will also be allowed to speak during the 30 minute public discussion period.
- (d) If speakers seeking to address council on the same subject cannot agree on a particular order or method that they would like the speakers to be called on, the speakers shall be called in the chronological order of their request forms' submission.
- (e) Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.

SPEAKER'S FORM

DOCKET ITEM NO. 7

**PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK  
BEFORE YOU SPEAK ON A DOCKET ITEM.**

PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.

1. NAME: Julie Cusack
2. ADDRESS: 816 Queen St
- TELEPHONE NO. 715-49-2630 E-MAIL ADDRESS: \_\_\_\_\_
3. WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF? \_\_\_\_\_
4. WHAT IS YOUR POSITION ON THE ITEM?  
FOR: \_\_\_\_\_ AGAINST: X OTHER: \_\_\_\_\_
5. NATURE OF YOUR INTEREST IN ITEM (PROPERTY OWNER, ATTORNEY, LOBBYIST,  
CIVIC INTEREST, ETC.):  
Civic/Environmental
6. ARE YOU RECEIVING COMPENSATION FOR THIS APPEARANCE BEFORE COUNCIL?  
YES \_\_\_\_\_ NO X

This form shall be kept as a part of the permanent record in those instances where financial interest or compensation is indicated by the speaker.

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